



## Ladybirds Children's Records Policy (Revised 4<sup>th</sup> November 2024)

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

**Unique Child   Positive Partnerships   Enabling Environment   Learning and Developing**

### Introduction

At Ladybirds Preschool we maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act.

This policy and procedure is taken in conjunction with the Confidentiality Policy and our procedures for information sharing.

### Procedures

We keep two kinds of records on children attending our setting:

#### *Developmental records*

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.
- These are kept in the setting and can be accessed, and contributed to, by staff, the child and the child's parents.
- These records can also be exchanged (if appropriate) with another child care provision your child attends. This would only happen with your consent

#### *Personal records*

- These include registration and admission forms, signed consent forms, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
- These confidential records are stored in a locked cupboard and are kept secure by the person in charge.

- Parents have access, in accordance with our Client Access to Records Policy, to the files records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

#### *Other records*

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on Preschool Learning Alliance or other recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and are required to respect it.

#### *Legal Framework*

Data Protection Act 1998

Human Rights Act 1998

#### *Other Related Policies & Procedures*

*The following policies provide additional information regarding the safeguarding and welfare of the children in our care:*

- *Admissions Policy*
- *Children's Rights & Entitlement Policy*
- *Complaints Policy*
- *Confidentiality and Client Access Policy*
- *Data Protection Policy*
- *Diversity & Equality Policy*
- *Equal Opportunities Policy*
- *E-safety Policy*
- *EYPP Policy*
- *Fees, Charges & Non Payment Policy*
- *First Aid Policy*
- *Food & Drink Policy*
- *Health & Safety Policy*
- *Information Sharing Policy*

- *Key Person & Settling In Policy*
- *Looked After Children Policy*
- *Managing Children with Allergies Policy*
- *Mobile, Camera & Social Media Policy*
- *Nappy Changing Policy*
- *Parent Involvement Policy*
- *Parent Alcohol & Drug Misuse Policy*
- *Photograph & Video Policy*
- *Prevent & British Values Policy*
- *Positive Behaviour Policy*
- *Provider Records Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Safeguarding & Child Protection*
- *Sen/Inclusion Policy*
- *Toileting Policy*
- *Transfer of Records Policy*
- *Uncollected or Lost Children Policy*
- *Usage, Storage and Retention Policy*

*This policy will be monitored and evaluated at committee meetings. It will be reviewed bi-annually and unless new legislation or an incident occurs which requires an immediate review of this policy*

**November 2024**

**Review Date: November 2026**

**This policy was adopted by the committee on**

**Signed: Jean De Garis** \_\_\_\_\_

**Reviewed Date:**

**Signature:**

**Amendments:**

**Reviewed Date:**

**Signature:**

**Amendments:**

**Reviewed Date:**

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